



# Service Agreement

This service agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Apprenticeship for Child Development Specialist Program (ACDS) administered through RVCDS and \_\_\_\_\_ for ACDS Instructor services.

## WITNESSETH

That for and in consideration of the covenants and conditions hereinafter set forth, the payment of monies for classroom instructor services and upon the terms and conditions, which shall govern and direct the service agreement payment are as follows:

### I. Position – Duties:

The individual named in this service agreement will be known as an ACDS classroom instructor and will report to Sherrie Myers, ACDS State Coordinator, for any and all service agreement purposes. The duties and responsibilities of the ACDS classroom instructor will be as designated by the ACDS Program and will include the following:

- Before class begins, send to the ACDS office: completed and signed service agreement, copy of WV STARS Trainer Certificate, syllabus, and invoice for resources.
- Incorporate beginning and ending times of class on syllabus – excluding 30 minutes conferencing time before/after class.
- Hold class for 15 weeks.
- Have class for two and one half to three hours each week.
- Teach “best practices as recommended by NAEYC.”
- Support lecture with hands-on activities and group work.
- Reschedule a cancelled class or provide a certified instructor as a substitute.
- Provide three basic homework assignments per week, including a journal, reading assignment, and lab work (approximately two hours of homework).
- Manage discussion of “problem” topics so they are objectively analyzed and not judged.
- Be punctual with reports, grades, homework, records, and reporting to class.
- Send the signed registration forms (Forms 8 & 9) within three weeks of class beginning to the ACDS office.
- Provide apprentices with the appropriate paperwork, including a syllabus.
- Provide a certified instructor or be in class even when there is a guest speaker.
- Follow the attendance and grading policies for apprentices.
- Communicate class-related issues and concerns with local council representative or State/Regional ACDS Coordinators.
- Follow the NAEYC Ethical Code of Conduct.
- Follow the philosophy/guidelines as presented in the ACDS curriculum/reference manual for each class.
- Maintain weekly WV STARS registered training sign-in sheets and send to ACDS office at the end of week 15 along with the Completion Roster (Form 34).
- Conduct site visits of each apprentice during second semester (third & fourth if not completed by previous instructors).
- Maintain student records and pass to the next instructor or local council representative at the completion of each semester.

- Follow the guidelines of ACDS/DOL policies and procedures.
- Deliver approved curriculum in accordance with, and as sanctioned by, ACDS
- Return resource materials to local council library upon completion of agreement.
- Do not disseminate, copy, or use ACDS training materials for other purposes aside from ACDS classes.
- Attend Instructor’s Updates as required.
- Notify ACDS office immediately if an apprentice requires a mentor.
- Keep role separate from the apprentice in relation to hiring, socializing, and fraternizing while the apprentice is enrolled in the ACDS program.
- Must be a current certified WV STARS trainer.
- All paperwork must be submitted within 30 days of the last day class is taught or instructor will risk forfeiture of his/her payment.
- Any version of team teaching will result in a split of salary and resource money.

**II. Duration of this service agreement**

This service agreement will begin on \_\_\_\_\_ and shall terminate on \_\_\_\_\_ .  
 If all stipulations of this service agreement are not fully met by the ACDS classroom instructor, the ACDS State Coordinator has the right to terminate this service agreement.

**III. Compensation**

The ACDS instructor shall be compensated at the sum of **\$1,400.00** per **semester** and is further subject to receipt of acceptable invoices and signed registration forms prescribed by the ACDS State Coordinator and presented after services are rendered. The invoice must be submitted before the end of the fiscal year, which is May 30<sup>th</sup> every year. If an ACDS instructor does not teach all 15 weeks of the semester, the above compensation rate will be prorated based on the number of sessions taught. Additional compensation is available if site visits are conducted. The instructor is an independent contractor for whom no federal or state income tax will be deducted by ACDS.

SSN: ___ - ___ - _____	Semester:	County ( <i>Teaching</i> ):	
Mailing Address:			
City:		State:	Zip:
Home Phone:	Cell Phone:	E-mail:	

*By signing below, I acknowledge that I have read, understand, and agree to the confidentiality statement on page 28 of the ACDS Reference Manual under the “Instruction” section.*

_____ Instructor’s Signature	_____ Date	_____ ACDS State Coordinator Signature	_____ Date
_____ WV ECTCR Assistant Director		_____ Date	

**\*This form must be signed and sent to Sherrie Myers before the instructor can begin teaching each semester. This form must be accompanied by the class syllabus, current WV STARS trainer certificate and resource invoice.\***

Submit all required documents to:  
 Sherrie Myers, ACDS State Coordinator  
 611 7<sup>th</sup> Avenue Suite 208  
 Huntington, WV 25701

For office use only:		
_____	STARS Trainer Certificate	
_____	Syllabus	
_____	Registration Forms	
_____	Invoice	
Office Use Only	Date	Initials
Entered		
Scanned		